

D.D.CHOKSI COLLEGE OF SECONDARY EDUCATION

VIDYAMANDIR TRUST, PALANPUR

Minutes of the Meeting

Date: 15 June 2018

Venue: Staff Room

Time: 2:00 p.m.

The meeting of IQAC was held under the chairmanship of Dr. Neelu Ghosh on 15 June 2018 in which following agendas were discussed :

Agenda of the meeting:

1. To review of last meeting held on 05.03.2018
2. To review the results of last year
3. To prepare the academic calendar
4. To organize various cultural activities
5. To organize ice breaking session and welcome ceremony of new students
6. To organize visit of eminent faculties
7. To organize microteaching competition'
8. To get enrolled in consumer club and organize activities to make students aware about the consumer rights
9. To organize visit of special education for students
10. To organize Faculty development programme and expert lecture for the students

Members present :

- a. Chairperson – Dr. Neelu Ghosh (Principal)
- b. Coordinator – Dr. Bharat Mali (IQAC Coordinator)
- c. Member- Dr. Hasmukh Modi (Management representative)
- d. Member- Mr. Shailesh Limbachiya (Administrative Officer)
- e. Member- Mr. KannuBhai Prajapati (Trust Representative)
- f. Member- Mr. Naresh Panchal (Alumni).

After the exchange of thoughts and ideas, the committee made the following resolutions:

1. **Review of last meeting held on 05.03.2018:** The minutes of last meeting were reviewed, discussed and the following points were concluded:
 - I. Night Camp for NSS students was successfully organized at Ranawas where students learn management skills and the importance of cleanliness.
 - II. English spoken classes at the language lab were scheduled for the students.
 - III. New books of different pedagogical subjects were purchased for the library.

- IV. Internship for Sem II and Sem IV was successfully conducted and students learn many teaching and management skill at schools during internship.
- V. TET and TAT classes were conducted in the college in the Zero period which helped students a lot in preparing for the exams.
- VI. Libre Office classes were conducted by Computer faculty in the college.
- VII. A n open ended questionnaire was prepared by the ICSSR team for the survey.

2. To review the results of SEM II and SEM IV:

In order to further improve the performance of the current batches, the performance of last batches i.e. semester I and III were discussed and as the results were very much satisfactory, it was appreciated by one and all. The chairman urged to all the faculty members to maintain the same.

3. To prepare the academic calendar:

Academic calendar was also discussed and all the activities were planned accordingly and committees were formed for each activity.

4. To organize various cultural activities:

Different cultural activities viz. debate, songs, group discussions, chart making etc. were discussed and their schedule was finalized.

5. To organize ice breaking session and welcome ceremony of new students:

Freshers are the soul of an institute and their welcome is an important part of college activity and accordingly responsibilities were given to the various faculties for welcome of new students. From this year it was also decided to organize an ice breaking session so that new and old students can get acquainted with each other.

6. To conduct visit of eminent faculties:

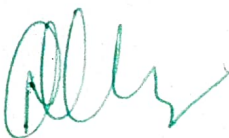
For the better knowledge and understanding of core and allied subjects of curriculum, it was decided and names were finalize of eminent faculties of the respective fields (other than Vidyamandir) from various institutes.

7. To organize microteaching competition:

Looking to the significance of the microteaching skills for a teacher, a committee was formed to organize the microteaching competition so that students can inspire and understand the importance of microteaching.

8. To get enrolled in consumer club:

As a club on consumer rights is already running in the college, it was confirm to organize activities to make students aware about the consumer rights and to enroll them also.


Principal
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9. **To organize visit of special education for students:**

As the knowledge of Inclusive Education is an essential part of B.Ed. curriculumrdngly it was decided to organize a visit of Special Schoolfor the students.

10. **To organize Faculty development programme and expert lecture for the students:** To enhance the exposure of faculty and students, it was finalized to utilize the experience of the experts of different fields. Several names were discussed and it was decided to take the consent of them as per their convenience.


Principal

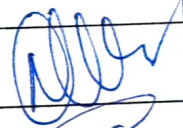
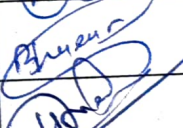

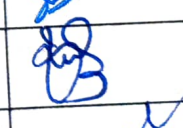
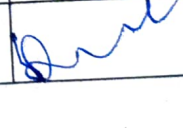
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Attendance of the Meeting –I

Date: 15th June 2018

Venue: Staff Room

Time: 2:00pm

S.No.	Name of the Present Members	Signature
1.	Chairperson – Dr. Neelu Ghosh (Principal)	
2.	Coordinator – Dr. Bharat Mali (IQAC Coordinator)	
3.	Member- Dr. Hasmukh Modi (Management representative)	
4.	Member- Mr. Shailesh Limbachiya (Administrative Officer)	
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